



SOLICITATION NUMBER: **AID-015-18**

ISSUANCE DATE: **November 2, 2018**
CLOSING DATE/TIME: **November 16, 2018**

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC):
Governance Advisor**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment I, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Sean Mendoza
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NO: AID-015-18

2. ISSUANCE DATE: November 2, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 16, 2018, before and/or on 5:00 PM (Zambia local time)

4. POSITION TITLE: Governance Advisor

5. MARKET VALUE: \$63,600-\$82,680 equivalent to **GS-12**. The final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Please note that this solicitation is for a resident-hire USPSC. This means that apart from contributions for FICA and life & health insurance, no allowances and differentials, including housing and relocation expenses, are provided.

6. PERIOD OF PERFORMANCE: One (1) year, with four one-year option periods. Extension(s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance. No PSC contract may exceed a five-year period of performance.

7. PLACE OF PERFORMANCE: USAID/Zambia, Lusaka with possible travel as stated in the Statement of Work.

8. WHO MAY APPLY: Resident Hire USPSCs (U.S. Citizen and U.S. Permanent Green Card Holder local residents, including Eligible Family Members (EFMs) of U.S. Mission Lusaka of all agencies)

“Resident Hire U.S. Personal Services Contractor” is hereby defined as a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country (in this this case, Zambia): –

- (i.) for reasons other than employment that provides for repatriation to the U. S., including (a.) with a U.S. government agency; (b.) under any U.S. government-financed contract or agreement; or (c.) under any other contract or employment arrangement; or
- (ii.) as a spouse or dependent (EFM) of a U.S. citizen with employment that provides for repatriation to the U.S., including (a.) with a U.S. government agency; (b.) under any U.S. government-financed contract or agreement; or (c.) under any other contract or employment arrangement.

- 9. SECURITY LEVEL REQUIRED: Facility Access:** The final selected candidate must obtain RSO Facility Access and Department of State medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

10. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

Background

USAID/Zambia's Democracy, Human Rights, and Governance (DRG) Office is responsible for programs aimed at enabling the governance environment. The DRG Office program portfolio includes governance, civil society strengthening, human rights, elections and political processes activities. Additionally, cross-sector activities with funding from the Health, Education, and Economic Development Offices foster accountable governance for improving service delivery, advancing women's and youth participation, and strengthening civil society engagement.

The DRG Governance Advisor provides critical project management support to USAID/Zambia's DRG team. The incumbent will serve as USAID/Zambia's Democracy, Human Rights, and Governance (DRG) advisor and provides technical support to a dynamic team of five (including two FSNs, two USPSCs, and one Foreign Service Officer) engaged in local governance, civil society strengthening, human rights, elections and political processes.

Zambia – with its 25 years of largely peaceful multi-party politics and power transitions and steady (if not slow) progress in multiple governance indices – is often held up as an exemplar in sub-Saharan Africa. Past elections and other political processes, however, spotlighted the fragility of the country's democratic progress. Political parties have long been elite-driven, lacking internal democratic systems, and conducting only superficial engagement with citizens. Government institutions have lagged far behind public expectations in terms of effectiveness, transparency and accountability. Broad swathes of society have found themselves left out of the policymaking conversation; most Zambians do not know, let alone fully exercise, their rights and privileges under the current national constitution and subsidiary legislation, making GRZ executive overreach and denial of these rights much easier. Civil society organizations (CSOs) are numerous, but disorganized and heavily donor-dependent.

Amid these challenges, Zambia retains significant opportunities on which to build a solid foundation for effective, democratic governance. With the support of partners, Zambia has made meaningful progress across sectors over the past decade, climbing from near the bottom of the World Economic Forum's Global Competitiveness Index to well above the sub-Saharan African average, currently ranking between Kenya and Ghana. Zambia has also made impressive improvements in education and health over the past two decades, demonstrating the government's commitment to

meeting the needs of the Zambian people. CSOs - particularly faith-based organizations and traditional authorities - have significant convening authority and are deeply respected by their constituents. Efforts to combat corruption have seen some meaningful (if measured) success since 2005, and the GRZ Auditor General's Office possesses relatively strong capacity for oversight, with the HRC also a strong and visible proponent of more inclusive and fair democratic processes.

2. Statement of Duties to be Performed

Specific responsibilities will include but are not limited to the following:

Technical and Program Support (50%):

- Support the DRG Office with strategic planning (CDCS and PAD processes) and design activities.
- Coordinate regularly-required reporting and budgeting processes with oversight from the Acting Office Chief and support from the DRG Project Management Assistance, Program, and Finance offices, including but not limited to: Quarterly Financial Reviews; Portfolio Reviews; Operational Plans; Performance Plan and Reports; Project/Activity Monitoring and Evaluation requirements; Other regular reporting or M&E processes as necessary.
- Cultivate relationships and attend meetings with external Zambian Government and international partners, as needed, to maintain key relationships in the DRG sector.
- Participate in the design and management of other activities intended to achieve USAID objectives in DRG, including human rights and political process activities.
- Participate in technical review of project and/or grant proposals (solicited or unsolicited) submitted to USAID in the area of DRG, including development of evaluation criteria and the review process in coordination with OAA and members of the DRG technical team.
- Understand existing economic, social, and political development programs of host-country governments, other USAID sectors, bilateral and multilateral donors, USG agencies, Non-Governmental Organizations (NGOs) and the private sector, and incorporates this information into program design.

Administrative Management (30%)

- Assist in preparation of internal reporting documents Operational Plan (COP), the Performance Plan and Report (PPR), Resources Requests (Congressional

Budget Justifications), and other required project documentation and results reporting.

- Develop and maintain internal operational procedures to ensure effective monitoring of DRG activities.
- Prepare necessary talking points and background information required for USAID and/or USG representation in collaboration with technical advisors and the Deputy Office Chief.
- Work closely with Program Office to identify and apply creative multimedia to communicate DRG successes and challenges with a broad range of stakeholders, including the technical offices.
- Support planning of semi-annual and annual portfolio reviews in collaboration with the Program Office.
- Develop and maintain files on internal and operational procedures to ensure effective monitoring of projects and activity reporting, draft/circulate correspondence for clearance, attend meetings, take notes, and ensure follow-up.

Financial Management (20%):

- Support the Deputy Office Chief in preparing for various budgeting processes, including but not limited to Quarterly Financial Reviews, I311 Reviews, etc.
- Provide support to USAID/Zambia's DRG team in other areas as necessary.

3. Position Elements

1. Supervision Received: The incumbent will report directly to the Acting DRG Office Director.
2. Available Guidelines: Annual work objectives and USAID Automated Directives System (ADS).
3. Exercise of Judgment: Provide advice based on expert analysis and gathering of information is a prime role. Incumbent will be required to show good judgment in a variety of complex fora (Knowledge of relevant political priorities, social context, key personalities, and history will help identify risks and opportunities for DG programming).
4. Nature, Level, and Purpose of Contacts: Must be sensitive to host Government issues and perspectives. Incumbent communicates with Senior Host Government officials at the ministerial level (e.g., Minister of Justice, the Chief Justice, Deputy Minister, as well as Permanent Secretaries or others of similar or above rank, such as Clerk of Parliament, etc.

5. Authority to Make Commitments: None.
6. Supervision Exercised: None.
7. Time required to Perform Full Range of Duties after Entry into the Position: A qualified individual without previous USAID experience will take approximately six months to develop the knowledge, abilities and skills required to perform the full range of duties required for this position.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Public Trust Clearance;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

General. (Class Deviation M/OAA-DEV-AIDAR-17-02c) (b) Definitions.

(5) Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country -- (i) for reasons other than employment that provides for repatriation to the U. S., including -- (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement. (ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including -- (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement.

12. PHYSICAL DEMANDS

The primary location of work will be on the U.S. Embassy/USAID compound in Lusaka, Zambia. No special demands are required to perform the work.

POINT OF CONTACT: Sean Mendoza, Supervisory Executive Officer

SUBMIT ALL APPLICATION MATERIALS TO:
EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: SOLICITATION #: AID-015-18 – USAID/DRG Governance Advisor

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria listed below. Applicants are required to address each of the selection criteria describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

EDUCATION: The applicant must have a Bachelor's Degree in Development Studies, International Development, Political Science, public administration or other relevant field.

WORK EXPERIENCE: A minimum of five (5) years working in a development context as an Expert or Advisor.

LANGUAGE: Level IV (fluent) written and oral English proficiency is required. Ability to write and edit technical documents in English and concisely summarize complex ideas is essential.

KNOWLEDGE: Basic understanding of local context and understanding of DRG Development programming tools and methods, for example, using personal contacts to gather political analysis as it affects Program Decisions, Donor Dialogue, NGO and Government relations analysis, linking strategic results to activities.

SKILLS & ABILITIES: Must have the ability to juggle multiple priorities simultaneously and to respond to unexpected requests to achieve maximum programmatic impact is required. Excellent English writing skills are essential, including solid presentation skills in the area of democracy human rights and governance. Skills in budgeting and financial management are important. Examples of documents and spreadsheets expected to be drafted will include reports, plans, status documents, memos, budgets, and cost-estimates.

II. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to

the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

I. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed.

Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor.

Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the solicitation number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

Selection will be based on the following criteria (Maximum of 100 Points):

FACTOR #1: Program Management (20 points)

- Demonstrated experience in working with diverse teams.
- Demonstrated knowledge of and experience working on strategy, policy and programs in a developing country context.
- Demonstrated flexibility and openness in responding to changing work priorities and environment.
- Ability to concisely summarize technical input into an actionable strategy, clearly outlining next steps and establishing goals.

FACTOR #2: Communication (15 points)

- Strong oral and written communication skills.
- Excellent interpersonal skills, tact and diplomacy are required to establish and maintain a wide range of senior-level and working-level contacts with governmental, non-governmental, and private-sector circles.

- Demonstrated ability to work effectively in teams and collaborate in an inter-agency setting, often under pressure of short deadlines and multiple demands.
- Demonstrated leadership ability and interpersonal skills, including flexibility, patience, facilitation, team building and conflict/problem solving skills in a cross-cultural environment are required.
- Demonstrated excellent writing and speaking/presentation skills in English are required, and in preparing analytic briefings for key U.S. government and other leaders/decision makers.

FACTOR #3: Coordination and Outreach (15 points)

- Demonstrated experience working with U.S. Government agencies, host country government agencies, non-governmental organizations, donors, and private sector.
- Demonstrated experience in relationship development, negotiation, advocacy, and consensus building with donors, development partners, and host government officials.
- Demonstrated ability to represent an organization at stakeholder events, such as meetings, conferences, or workshops.

FACTOR #4: Relevant Work Experience (10 points)

- Prior work experience with USAID or another international development agency preferred.
- Financial management and administrative skills to track the performance of implementing partners, as needed.
- Computer literacy, including skills using Google Drive applications is essential, including Docs, Sheets, Slides, and Mail.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factors responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

- Factor #1: 20 points
- Factor #2: 15 points
- Factor #3: 15 points
- Factor #4: 10 points

Interview Performance: 40 points – Oral 20 points and Written 20 points

Interview questions may include the following areas:

- Interpersonal skills
- Work effectively in a team environment
- Strategy formulation and implementation
- Demonstrate ability to communicate technical information to both technical and non-technical audiences, and achieve consensus on policy, project, research, and administrative matters

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

III. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. .

For your application to be considered, the following documents must be submitted:-

1. Letter of application/cover letter (no more than one page).
2. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
3. Current resume/Curriculum Vitae.
4. Supplemental document addressing each of the Evaluation Factors, limited to 500 words per factor, as described in Section II above.
5. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience.
6. Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**. Late, incomplete or unsigned applications will NOT be considered.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer

submission.

8. Application must be submitted **ONLY** via EXOZambiaHR@usaid.gov and the email subject must say: **SOLICITATION #: AID-015-18 – USAID/DRG Governance Advisor**; and
9. Please submit the application only once.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits:

BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health and Life Insurance
- (c) Annual Increase (pending a satisfactory performance evaluation)
- (d) Eligibility for Worker's Compensation
- (e) Annual and Sick Leave

- * Standardized Regulations (Government Civilians Foreign Areas).
- * Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VI. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-I** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.